

POSITION DESCRIPTION

Position Title:	Excavator Operator	Position Code:	6-EO
Division:	Infrastructure	Grade:	D
Location:	Wellington	Hours/Week:	38- 9 day fortnight
Reports To:	Works Supervisor		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

Excavator Operator is responsible for assisting in the coordination of the on site day to day resource requirements for sub crews in order to ensure efficient project /programme delivery. This includes:

- Coordination of timely supply of resources.
- Sourcing and supervision of required resources – plant, labour, materials.
- Customer liaison with the public and others about works progress.
- Skilful operation of specialised equipment.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Undertake civil works	<ul style="list-style-type: none"> • Undertake the following duties in regards to civil works: <ul style="list-style-type: none"> - traffic control - pot hole patching - heavy patching - road construction/maintenance - minor sealing works - footpath work - pipe laying - concrete work, - other assigned duties.
Works Co-ordination	<ul style="list-style-type: none"> • Provide assistance to or as required act as the Works Ganger in undertaking Day to day coordination of plant, labour, materials resources for activities. • Obtain and respond to client and public requests for information and assistance with works matters. • Ensure compliance with and efficient implementation of the Defined Asset Management Policy as it applies to programmes assigned. • Emergency response assistance.
Teamwork and Involvement	<ul style="list-style-type: none"> • Regular liaison with supervisors and systems office staff to allow efficient and timely decision making.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Undertake site induction and information flow with staff and contractors. • Cooperation with clients, staff and appropriate bodies both within DCC and externally is undertaken.
Management Systems	<ul style="list-style-type: none"> • Knowledge requirements of Council and Works Services Management Systems. • Collate and record information required for works undertaken. • Suggest improvements to systems elements. • GPS Systems are applied.
Excavator Operation	<ul style="list-style-type: none"> • Undertake plant maintenance as per manufacturer's guidelines • Drive and operate machine competently to dig trenches, load trucks, shape earthworks etc • Comply with safety requirements

Inherent Requirements of the Position

- Minimum Class MR Drivers Licence
- Pre-employment health assessment.
- Willingness to undertake further studies and training as required.
- General Construction Induction card.
- First Aid certificate.
- Traffic Controller and Apply Traffic Control Plans Tickets.
- Red Traffic Control Ticket
- Willingness to gain proficiency in the use of GPS field technology.
- This position is required to wear an approved DCC uniform at all times.
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- The position is provided with a DCC mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

Selection Criteria

Essential

1. Appropriate work related (civil assets) experience.
2. Minimum Class MR Drivers Licence and plant operator competence in backhoe/loader/excavator operation including mechanical aptitude.
3. Construction Work ticket and RTA Traffic control tickets (yellow/blue).
4. General administrative skills demonstrating a competent level of literacy and numeracy and basic computer skills.
5. Good customer service and verbal communication skills.

Desirable

6. Previous Local Government experience.
7. TAFE Certificate 3 or 4 – Civil Construction/Maintenance and proficiency in the use of GPS field technology.
8. Competence in a number of plant items.

Organisation Wide Accountabilities

Corporate Values	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous And Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth & Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council’s WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council’s adopted Code of Conduct. • Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: